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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

ASSISTANT CLASSIFICATION OFFICER

Code: 522300

Pay Grade: 17 (\$13.66– 18.10/hr.)

Open for Recruitment: July 1, 2014 – Until Canceled.

JOB DESCRIPTION

The Department of Corrections has current and/or future anticipated vacancies at the Long Creek Youth Development Center, Maine Correctional Center, Downeast Correctional Facility, Maine State Prison and/or the Charleston Correctional Facility. Qualified applicants will be placed on an Employment Register that will be used to fill these vacancies.

This is paraprofessional work involving the inmate classification system for a correctional institution. Your work includes interviewing incoming inmates, developing computerized case histories and other special reports, and overseeing or taking and recording inmate identification data and calculating prisoner release dates.

Typical Duties

- Analyzes and interprets court documents prior to initiating inmate files.
- Interviews incoming inmates, takes fingerprints, and gathers identification data.
- Inputs data into the corrections master records system.
- Compiles, calculates, and records "extra good time," "good time," and "lost time."
- Sits as a member of the Classification Committee when requested or in the absence of the Classification Officer.
- Corresponds directly with courts, district attorneys, and other judicial entities.
- Compiles data on inmates for statistical reporting.
- Calculates prisoner release dates.

MINIMUM REQUIREMENTS

In order to qualify you must have, two (2) years experience in a correctional, detention, law enforcement, medical or institutional setting, or closely related field, which provided a knowledge of computerized management information system operations and requirements as it relates to managing client and/or patient information.

Maine State Government is an Equal Opportunity/Affirmative Action Employer.

We provide reasonable accommodations to qualified individuals with disabilities upon request.

ASSISTANT CLASSIFICATION OFFICER (522300)

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$375.10 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$356.35 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$337.59 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$318.84 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2014.

Value of State's share of Employee's Retirement: 22.5% of pay.